



Senior Automation Technician

Department: Countywide

Class Code: 1361

EEO Code: 23

FLSA: N

Effective: 01/08/1994

GENERAL STATEMENT OF DUTIES:

Under general supervision; performs work of moderate difficulty in writing Easytrieve programs and generating reports; provides support to department mainframe and microcomputer users through hardware and software support, and training; and performs other work as required.

SPECIFIC STATEMENT OF DUTIES:

Writes Easytrieve programs for use in gathering information from files; runs programs against automated files; analyzes data for report preparation; compiles daily and weekly reports; compiles statistical reports for manpower justification and budget needs; performs data entry and verification; diagnoses and solves routine hardware and software compatibility problems or acts as liaison between the user and IST for problem solving; monitors system and assists IST in trouble shooting and program testing; assists in development of standard operating procedures for automated systems; provides quality control function for data base; completes inventory for microcomputer hardware and software; provides group and/or one on one training to computer users on software; and performs other work as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Good knowledge of mainframe and microcomputer hardware, operating systems and applications software; of basics of computer science.

Working skill in writing routine Easytrieve programs; in training others in computer use; in communicating effectively both orally and in writing; in developing and maintaining good working relationships with internal and external customers.

MINIMUM EDUCATION AND EXPERIENCE:

High school diploma and some college coursework in computer science or related field and two years of related computer experience; or an equivalent combination of training and experience.

ADDITIONAL REQUIREMENTS:

None.

<p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p>
